



Phone: 563.547.4996
tsb@iowafairs.com

242 8th Avenue West
Cresco, Iowa 52136

TO: ASSOCIATE MEMBERS

August 21, 2024

RE: 2024-2025 Membership Dues and AIF Conference Registration Forms.

The 2024 County and State Fair season in Iowa is rapidly drawing to a close. We hope that you have had a successful season together with the Fairs that you serve. The upcoming AIF Conference is December 13 - 15, 2024 at the Airport Holiday Inn, Des Moines, Iowa. Enclosed you will find:

- 2024 – 2025 dues statement and data information form (due October 15)
- Conference Registration form (due October 15)
- Conference motel room reservation form (due October 15)

On-line Membership and Conference Registration now available on the AIF website. In addition, your forms can also be downloaded and sent via first class mail.

All AIF members can pay their membership and register for Conference on-line from the AIF website. The only method of on-line payment will be by credit card. If you choose, you can download the membership form and Conference forms, and send them to the AIF via first class mail. Please note if using this method, send a check or money order only to pay for the related fees (see comments below regarding room deposit). The AIF will no longer accept credit card payment for mailed-in forms.

To access your forms and associate member information, at the top right on the website you will see a link called 'Associate Members.' Select 'Associate Member Forms & Information' from the drop-down list. This will open your page with information and links to the forms. As stated above, you will have links to pay on-line, or you can download your forms. The downloaded forms are in PDF format and are fillable forms. You will notice the forms have formulas built into them that will automatically add up the fees. If you prefer not to use the on-line method, send your completed forms with payment to the AIF office via first class mail.

Associate members will receive one room at the Airport Holiday Inn. Any extra rooms will be booked at neighboring motels or made available to associate members on an "If Available" basis. Special situations, such as parlor rooms that have no sleeping accommodation, health concerns and such will be taken into consideration. You must be a member of the Association and be registered for the Conference for hotel reservations to be accepted. All motel room reservations must be placed with the Association.

Room reservation procedure: Download the room reservation form from the AIF website, or use the form included in this mailing. Complete the form and return to the AIF office via first class mail only by October 15! Include a check for \$100 for each room payable to the Airport Holiday Inn or put your credit card information on the room form. Room reservations and subsequent room assignments will be handled by the AIF. DO NOT send the form to the Airport Holiday Inn.

Members receiving Courtyard rooms are reminded that you will be paying for two nights (Friday and Saturday) to retain your display room. If you check out Saturday - just be aware you will automatically be billed for Saturday evening. Members also need to be aware that when you require the hotel to remove or add furniture to your rooms, there will be an extra fee. Room rates per night are as follows (excluding local and state taxes & surcharges); Sleeping room, \$115; Courtyard rooms (with patio door facing courtyard), \$215; Rooms 158, 160, 178, 182, 258 and 358 are \$275. Please contact the Holiday Inn if you have specific questions on room rates or other hotel amenities.

A certificate of insurance will be required with your Conference registration. The Association of Iowa Fairs, Inc, shall be named as an additional insured on the certificate.

Over please ...



Serving Iowa Fairs Since 1907

iowafairs.com

Sponsors needed: On your Conference registration form there is a line to sponsor events during the Conference. Simply put in the amount of dollars you would like to give and add it to your total registration fee. Sponsorship is not required, just offered. If you wish to sponsor a specific event, please contact me right away. Otherwise, I will use your sponsorship dollars as they fit into the Conference expenses. All sponsors will receive recognition during the Conference. Sponsor fees are requested by October 15, same as Conference registration fees.

Courtyard display tables will be available at the rate of \$200 each. Courtyard tables must be reserved and paid for by October 15. Associates who had Courtyard tables last year will have first chance at reserving a table this year until October 15. After October 15, tables not yet reserved from the previous Conference will be assigned to those members on a waiting list. No table reservations will be accepted after October 15. To reserve a Courtyard display table, add \$200 to your registration fees and check the box on the registration form for "Courtyard Display". There is a limited number of tables available. *Display tables are for members not staying at the Airport Holiday Inn. Lodging for all members who have a display table in the Courtyard and have sent a motel room form to the AIF will be booked at neighboring motels. It is advised you find your own lodging and not wait for the AIF to do this for you.*

Due to hotel policy, posters, brochures, or any kind of advertising materials cannot be placed on the walls. The only advertising you can do is in front of your hotel door. Flyers and brochures can be distributed to patrons of the showcase by placing them on the chairs. No flyers or brochures may be left in the lobby or hung in the lobby or corridors. Anyone found in violation of this policy will forfeit your room for the next year. We are working with the hotel to place as many associate members as possible in the rooms that face the Courtyard so that you will be able to hang a banner or other recognition out for visitors to readily locate your room. Please abide by these guidelines so as not to jeopardize our working relationship with the hotel.

Conference activities for associate members will begin on Friday and conclude on Sunday at noon. A complete and updated Conference schedule will be posted on the AIF website at www.iowafairs.com once all details have been confirmed. Associate members are welcome and encouraged to take part in the sessions and workshops. A schedule can be downloaded from the AIF website.

The breakfast/business meeting for associate members will be held on Saturday morning. Please check the box on your registration form if you want to purchase a breakfast ticket. *You can still attend your business meeting without eating breakfast.* It is recommended that associate members attend this meeting.

Parking at the Airport Holiday Inn is tight. It is asked of associate members that are staying at the Holiday Inn to park in the lot just south of the Holiday Inn. The fee is nominal, and the parking is a secured site. This will free up parking spaces for our member Fair folks who are staying at neighboring motels. Your cooperation is very much appreciated. Remember, the Fairs are your customers. Giving them easy access to the Conference Center is in your best interests.

Meal tickets for meals will not be sold at the Conference; all meal tickets need to be ordered in advance. If you find you have purchased tickets that you do not need, there will be a bulletin board in the registration room where you can post your name and number and what you would like to sell for meal tickets.

Conference registration is \$50 per person if received by October 15. After October 15, registration is \$75 per person. There is a \$5 fee to change a name badge. It is also expected that each person attending Conference with your organization be registered and wear a badge. This will include any family members, relatives, friends, and business associates. Conference badges will be printed by a company specializing in name badges. Therefore, the October 15 deadline to register is extremely important so I can get everything to the printing company on a timely basis. Make every effort to have your registration sent to the AIF office by October 15th.

Live showcasing is not allowed in the general hotel rooms or commons areas of the Holiday Inn. Strolling acts (non-amplified) are welcome to stroll about the complex (except for meeting rooms) during the Conference (must receive permission from the AIF).

Live showcasing information will be sent out within the next week to those members who qualify to apply.

The Social A'Fair and Auction will be held again on Saturday evening. Associate members are welcome to attend and participate. Proceeds from the auction are used to fund legislative and promotional efforts by the AIF for the fair industry in Iowa. You are welcome to support the auction by either donating an item with at least a \$50 value or by purchasing an item at the auction. A silent auction will again be held this year. The theme for the Social A'Fair will be a fiesta-based theme. Dress to the theme of you wish. The food for Social A'Fair will feature several food stations, serving a variety of tasty food items that are typically found at county fairs. This is always great FUN!

Again, if you are not utilizing the on-line forms, please send the attached completed forms with a check to cover the fees to the AIF via first class mail only. *Faxed forms are not accepted, nor are forms without payment of fees included.* Deadline for all forms is October 15.

We are looking forward to seeing you in December! Questions or comments please contact me.

Respectfully,



Thomas Barnes, Executive Director

ASSOCIATION OF IOWA FAIRS

242 8th Avenue West, Cresco, Iowa 52136

Phone 563.547.4996 E-mail -- tsb@iowafairs.com Website -- www.iowafairs.com

2024 – 2025 ASSOCIATE MEMBERSHIP FORM

Membership effective October 1, 2024 to September 30, 2025

MEMBERSHIP FEE: Service Members, \$100 per year; Chambers/Festivals, \$50 per year

Print Clearly Please...

| | | | |
|---|--|---------------------------------------|--|
| Associate Business Name | | | |
| Contact Person | | | |
| Address | | City, State, Zip | |
| Primary Phone Number | | Cell Phone Number | |
| E-Mail | | | |
| Website | | | |
| <i>Select</i> | | TYPE OF BUSINESS --- CHECK ONE | |
| Membership Fee - \$100 per year | Agent & Agencies (produces & provides entertainment for at least 6 venues in a year w/minimum of 3 different acts) | | |
| | Animal Acts, Petting Zoos & Related | | |
| | Awards, Ribbons, Promotional Items | | |
| | Carnivals & Rides | | |
| | Concessions - Vendors & Foodservice Suppliers | | |
| | Equipment & Rentals (Bleachers, Tables & Chairs, Tents, Stages, etc.) | | |
| | Fireworks | | |
| | Grounds Attractions (Strolling, Magic, Comedy, Juggling, Hypnotists, Chainsaw Artists, Stationary Attractions, etc.) | | |
| | Insurance Agencies | | |
| | Motorsports, Pulls, & Demos | | |
| | Music, Solo Acts & Groups | | |
| | Organizations & Individuals, Technical & Special Services, Websites | | |
| | Rodeos | | |
| Sound Systems, Lighting, Stages & Related | | | |
| \$50 per year | Chambers & Festivals | | |
| <i>Brief description of your business</i> | | | |

MAKE CHECK PAYABLE TO: ASSOCIATION OF IOWA FAIRS

SEND FEE & COMPLETED FORM BY OCTOBER 15 to:

**ASSOCIATION OF IOWA FAIRS
242 8th Avenue West
Cresco, Iowa 52136**

If you prefer to use a credit card for payment, visit <https://iowafairs.com/associate-members/member-information/> and select the 'Pay Online' button.

ASSOCIATION OF IOWA FAIRS – 2024 CONFERENCE & ANNUAL MEETING

ASSOCIATE MEMBER MOTEL ROOM INFORMATION

Room reservations are placed with the AIF. Do not send motel information to the Airport Holiday Inn.

Room reservations will not be honored unless arranged by the AIF.

- Reservations are cancelled at 6:00 p.m. unless guaranteed by a major credit card or by sending a check or money order in the amount of \$100 as a deposit. Make check out to "Airport Holiday Inn".
- Check-in 3:00 p.m. & Check-out Noon.
- All requests for the group listed below must be received by the hotel 3 weeks prior to the arrival date.
- All requests are honored on an "If Available" basis.
- Room reservation cancellation policy requires all cancellations to be made "day prior to arrival".
- Guests will have up until 4:00 p.m. the day prior to arrival to cancel their reservation without penalty.
- Room rates per night at the Airport Holiday Inn are as follows (*plus local and state taxes & surcharges*);
 - Sleeping room (not to be used for 'business'), \$115
 - Courtyard rooms (with patio door facing Courtyard), \$215
 - Rooms 178 & 182, \$220; Rooms 158, 160 and 258, \$275
 - Suites 133, 233 & 333: \$140 (if used for sleeping only); \$275 (if used for display)

Print Clearly Please

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|--|--|--------------|------------------|----------------------|---------------------------|------------------------------|---------------------------|
| Associate Member | | | | | | | |
| Contact Person | | | | | | | |
| Address | | | City, State, Zip | | | | |
| Primary Phone Number | | E-Mail | | | | | |
| NAME OF PERSONS RESPONSIBLE FOR ROOM <i>Print Clearly or Type -- List couples on one line.</i> | | ARRIVAL DATE | DEPARTURE DATE | SINGLE (1 PERSON) | KING BED (1-2 PERSONS) | 2 TWIN BEDS (2-4 PERSONS) | NUMBER OF PERSONS IN ROOM |
| | | | | | | | |
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NOTE: ROOMS AT THE AIRPORT HOLIDAY INN ARE LIMITED – SOME OF YOUR ROOMS MAY BE PLACED WITH AREA HOTELS. INDICATE THOSE PERSONS THAT ARE LISTED WHO CAN BE PLACED AT AREA HOTELS.

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|-------------------|--|
| Special Requests: | |
|-------------------|--|

Make Check payable to "Airport Holiday Inn" or fill out credit card information below ...

| CREDIT CARD INFORMATION | | | |
|---------------------------------------|--|------------------|--|
| Type: | | Expiration Date: | |
| Credit Card #: | | Security Code#: | |
| Credit Card issued to (name on card): | | | |

Send completed form, along with check (made out to Airport Holiday Inn) for room guarantee (unless using credit card) via first class mail to:
Association of Iowa Fairs, 242 8th Avenue West, Cresco, IA 52136
Faxed Copies Not Accepted -- Make a copy for your records.

**Completed form & room deposit must be received by the AIF by October 15 to guarantee room.
 Room requests received after October 15 may not be honored.**